



Freedom of Information

The Freedom of Information Act gives you the right to access information held by Porthcawl Comprehensive School.

What information can I request?

Under the Freedom of Information Act 2000, you have a general right of access to all types of recorded information held by public authorities, unless particular exemptions apply.

If the information you would like to see is not already published, you can make a Freedom of Information (FOI) request for it.

We are not required to provide information not already recorded or to create new information in response to a request.

Some information is exempt, for example because it would unfairly reveal personal details about somebody else. You can request the information and we will let you know whether it can be disclosed.

Can I access my personal information?

You have a statutory right of access to personal data about yourself under the Data Protection Act 2018. This is known as a Subject Access Request (SAR). The school holds a separate policy on this.

All requests will be referred to our Data Protection Officer: Judicium Consulting Limited.

Is there a fee to access information under FOI?

We do not normally charge for FOI requests, although all requests place some degree of demand on our resources in terms of costs and staff time. We may refuse a request in circumstances where we estimate the time required to meet your request exceeds the appropriate time limit (2.5 days of staff time). If you can be as specific as possible about the information you are seeking, it can help in keeping your request within the limit.

Things to consider before making a request

Is the information you want suitable for general publication? The aim of the FOI Act is to make information available to the general public. You can only obtain information that would be given to anybody who asked for it, or would be suitable for the general public to see.

Is the information already available? You may find you can access the information more quickly by searching our website www.porthcawlschool.co.uk

How do I make a request?

Your request needs to be made in writing by email or post to the Headteacher.

Email

info@porthcawlschool.co.uk

Or write to

Mr A. Slade
Porthcawl Comprehensive School
52, Park Avenue
Porthcawl
CF36 3ES

When will I receive a response?

We will acknowledge your response within 3 working days of receipt and provide a full response within 20 working days. If this is not possible we will inform you of this fact in writing.

What if I am dissatisfied with the handling of my request?

If you are dissatisfied with the handling of your request you can ask for an internal review undertaken by our Data Protection Officer: Judicium Consulting Limited. You may also wish to follow the school's Complaints Procedure. Our policy for complaints can be found on the school website or is available on request from school.

If following this you are still unhappy with the outcome you can contact the Information Commissioner for a decision as to whether we dealt with a specific request in accordance with the provisions of the Freedom of Information Act 2000. This can be done via email or post to:

Email:

wales@ico.org.uk

Letter:

Information Commissioner's Office – Wales
2nd Floor, Churchill House
Churchill Way
Cardiff
CF10 2HH

Or you can phone 0330 414 6421